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5 May 1960

MEMORANDUM FOR: Chief, Analysis Branch, DD

SUBJECT : Coding and Dissemination Production Rates

1. Attached is a summary of the average production rates for coding and disseminating compiled from the daily work reports for two different periods in 1960 which total 45 work days.

2. I realize that many factors must be considered to explain the different rates of production. For instance, time spent on screening is included as time spent on coding in the State and Defense Sections and therefore lowers the coding rate in those sections; and time spent in disseminating "Nodex" is included as regular dissemination although it can be performed about twice as fast.

3. I intend to review the daily reports of production for a 10 day period each quarter and compile a similar summary.

25X1


Chief, Document Division

Attachment:
As stated above.

cc: Assistant Director, Central Reference
Chief, Automation Development Group, CR

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